

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

Minutes of a Meeting held on Wednesday 1 April 2009 at 5.00pm

Membership:	* Mike Rushworth	Member	Chairman
	* Judith Armstrong	Principal	
	* Kirstie Ball	Student Member	
	& George Batho	Member	
	i Andrew Bishop	Member	
	* Louise Brierley	Member	
	* Charles Cardiff	Member	
	* Claire Collum	Student Member	
	Steven Connolly	Member	
	* Lynne George	Member	Vice Chairman
	* Mike Howe	Member	
	* Lynden Jones	Member	
	* Donna Kitchen	Staff Member	
	* Rob Munson	Member	
	* Mary Orsborn	Staff Member	
	* Chris Turner	Member	
	* Pamela Woolgrove	Member	
	* Ron Young	Member	
	Vacancy (DE)	Member	
Quorum:	8 Members required	15 present at start	Meeting quorate
In Attendance:	Christopher Batten	Student Observer	
	* Anthony Brave	Principal (Designate)	
	* Simon Burrell	Clerk to the Corporation	
	* David Moir	Deputy Principal – Finance & Resources (DPFR)	
	* Pete Phillips	Deputy Principal – Curriculum & Quality (DPCQ)	
	* Present at meeting		
	i From Minute 278		
	& From Minute 285		

(4.30-5.00pm)

PRE MEETING PRESENTATION

14-16/19 Provision and Developments

Lynda Pickering (Director of Curriculum) gave Members a presentation on current developments and activities related to the introduction and operation of 14-16/19 provision.

At the end of the presentation a question/answer session was held in which Lynda clarified a number of matters.

PART 1 – NON CONFIDENTIAL MATTERS

272. APOLOGIES FOR ABSENCE

Steven Connolly, Chris Batten (Student Observer).

273. DECLARATION OF INTERESTS

Mike Rushworth: Agenda Item 9 - Franchise Arrangements. Mike advised that one of the potential providers was also a common-supplier of services to Vitacress.

The Clerk: Agenda Item 10 - Appointment of Clerk to the Corporation

274. NOTIFICATION OF ANY OTHER BUSINESS

There were 3 items of Any Other Business notified – 2 would be additional matters taken under existing agenda items.

275. MINUTES OF THE PREVIOUS MEETINGS

The Part 1 Minutes of the meetings held on 17 December 2008 and 25 February 2009 were confirmed as a correct record, and were signed by the Chairman.

276. MATTERS ARISING

There were no Matters Arising discussed not covered elsewhere on the Agenda.

277. COMMITTEES OF THE CORPORATION

1. Audit Committee

The unconfirmed Minutes of the Audit Ctte meeting held on 11 March 2009 were received and noted.

Matters Arising from the Minutes

1. Freedom of Information (FOI) Act (Minute 141)

A written report was received and considered. The Chairman of the Ctte advised that an updated FOI policy had been considered by the Ctte, and that it was recommended to the Corporation for approval.

It was RESOLVED that the updated Freedom of Information Act policy be agreed.

(Proposed by Charles Cardiff, Seconded by Pamela Woolgrove)

2. Finance & Resources Committee

The draft/unconfirmed Minutes of the Finance & Resources Ctte meeting held on 18 March 2009 were received and noted.

Matters Arising from the Minutes

1. Update to Financial Regulations (Minute 137)

A written report was received and considered. The Chairman of the Ctte advised that the Financial Regulations had been updated and considered by the Ctte, and were recommended to the Corporation for approval.

It was RESOLVED that the updated Financial Regulations be agreed.

(Proposed by Lynne George, Seconded by Mike Howe)

277. 3. Quality Committee

The unconfirmed Minutes of the Audit Ctte meeting held on 21 January 2009 were received and noted.

Matters Arising from the Minutes

1. Committee Terms of Reference (Minute 121.3)

The Chairman of the Ctte advised that the Committee had undertaken an initial review their Terms of Reference and Schedule of Business for the Ctte, and would re-consider them at the next meeting.

278. FEE POLICY 2009/10

A written report was received and considered. The DPFR advised that the Corporation was required to set the fees and charges on an annual basis. The report outlined the proposals for 2009/10, based on LSC guidelines. He advised further that, for adults and employers, the general increase in fees was 5%, but was below the change in fee assumption that would require an 11.7% increase. However, he stressed that the Corporation should be aware that in some areas of provision the College was proposing not to charge fees at the levels recommended by the LSC, as the SMT believed that participation in those areas would decrease considerable. The areas concerned were highlighted as:

- Full-time adults (a fee is charged which is significantly below the fee assumption)
- Adult apprentices – no fee is charged
- Distance Learning Programmes – no fee is charged

(Andrew Bishop joined the meeting)

In response to a question regarding reduced fee income, the DPFR felt that the College would not be subject to any financial penalties, but that a dialogue would take place with the LSC in the event that fee income targets were not achieved. He also advised that the proposals for full-time and apprenticeship provision amounted to approx 10% of the College's income.

It was RESOLVED that the Fee Policy 2009/10 be agreed.

(Proposed by Charles Cardiff, Seconded by Mary Orsborn)

279. TREASURY MANAGEMENT POLICY

A written report was received and considered. The DPFR advised that the revised Treasury Management Policy had been considered in detail by the F&R Ctte at its last meeting (see F&R Ctte minute 135). He also advised that all of the College's funds were currently held in Barclays Bank, the approved banker for the College.

The DPFR outlined the proposals contained in the report relating to the use of Double-A rated banks (in addition to Barclays Bank) headquartered in the European Economic Area. He also stressed that the revised policy allowed for the DPFR and Head of Finance to have discretion to move funds around within the group of 4 banks proposed. In response to a question, he advised that the nominated banks would be kept under constant review and any proposed changes referred to the Corporation for approval.

It was RESOLVED that:

1. **The revised Treasury Management Policy be adopted.**
2. **College Management be authorised to open accounts with the following banks (all Double-A rated and headquartered in the European Economic Area):**
 - a. **Bank of Scotland (as part of the Lloyds Banking Group)**
 - b. **Abbey (as part of the Santander Group)**
 - c. **HSBC**

on behalf of the College. The authorised signatories/account operators would be the Principal, the Deputy Principals and the Head of Finance.

(Proposed by Lynne George, Seconded by Mike Howe)

279. (cont)

The DPFR also advised that the College had been with Barclays Bank since Incorporation in 1993, and that the College enjoyed free banking with them. However, he had been advised by the Bank that their free banking service was to be withdrawn and that the College would therefore consider tendering banking services in due course. **ACTION: DPFR**

280. FRANCHISE ARRANGEMENTS

A written report was received and considered. A further proposed contract was tabled for consideration. The DPFR outlined the background to the proposed contracts, and advised that the contractual arrangements were based on the standard contracts previously approved by the Corporation, that the College would use the normal quality assurance processes as the quality control provider, and that the College undertook the majority of the teaching on three of the contracts.

With regards to one particular contract [Training Associates (Surrey)] Members raised a concern regarding the meaning of the phrase "the College will supervise enrolment..." whereas it was noted that the other contracts stated that the College undertook the enrolment processes for each contract. The DPFR agreed to check this matter with the Director of Business Development. It was proposed that, subject to a satisfactory answer and with delegated authority being given to the Chairman of the Corporation to make the final decision, the contract be agreed.

It was RESOLVED that proposed franchise contracts be agreed with:

**S P Occupational Training
Leverage Through Learning
Competitive Dynamics
Solutions for Plastics Ltd**

and that, subject to a satisfactory answer, delegated authority be given to the Chairman of the Corporation to approve a franchise contract with Training Associates (Surrey).

(Proposed by Ron Young, Seconded by Kirstie Ball)

(The Clerk withdrew from the meeting)

281. APPOINTMENT OF CLERK TO THE CORPORATION

The Chairman advised that the current three year Term of Office for the Clerk expired on 31 August 2009. He advised that there were two options for consideration, 1. to extend the current contract, or 2. to undertake a full recruitment and selection process.

The Chairman advised further that he had consulted with all Members of the Corporation, and that the unanimous view was to extend the existing contract with the Clerk for a further three year period. The Chairman also proposed that the terms be as per the existing contract but that the Clerk be awarded a fee increase of 2½% effective from 1 September 2009.

It was RESOLVED that Simon Burrell be appointed as the Clerk to the Corporation for a three year term of office commencing 1 September 2009, on a fee of £22,140 per annum.

(Proposed by Kirstie Ball, Seconded by Ron Young)

(The Clerk re-joined the meeting)

282. APPOINTMENT OF DEPUTY PRINCIPAL (CURRICULUM & QUALITY)

The Principal advised that the post had been advertised, and that the recruitment consultants had been experiencing a high level of interest. She advised further that the closing date for applications was 20 April 2009, short-listing on 1 May 2009 and interviews scheduled for 20-21 May 2009. An evening buffet would be held on 20 May 2009 to which all Members would be invited to meet the final short-listed candidates.

283. MANAGEMENT ACCOUNTS 2008/09

The Management Accounts for Period 7 (February 2009) were received and noted. The DPFR advised that he was still forecasting an operational surplus of £159k, but that there were some significant additional one-off costs (appointment of Principal, appointment of Deputy Principal, closure of Chineham) that would reduce the surplus to a break-even position. In addition, he advised that, in the light of issues with the availability of LSC capital funding nationally there was now a sufficient level of uncertainty regarding BCOTs project and that costs incurred to date could not be capitalised but would have to be accounted for through the Income and Expenditure Account. This treatment had been shown in the Management Accounts and would result in a further charge of £430k that a loss would be reported in the end of year accounts for 2008/09. He also advised that the financial PIs were on target, the balance sheet was strong and the cash flow good.

284. PRINCIPAL'S REPORT

The Principal reported that the latest edition of her Monthly Report had been circulated to all Members the previous week. She drew attention to the section setting out progress with the Education Improvement Partnership (EIP) and the fact that there was likely to be a briefing event in the summer term for Governors of schools and the two Basingstoke colleges.

(George Batho joined the meeting)

285. LEARNER PARLIAMENT

The Minutes of the meeting of the Learner Parliament held on 8 December 2008 were received and noted. The DPCQ was pleased to advise that a number of matters raised at meeting of the Learner Parliament had now been incorporated into Departmental Business Plans.

286. STUDENT ACHIEVEMENTS

A written report was received and considered. The Principal highlighted the achievement of David Dingwall, a student attending an eight week creative writing Adult Education course. David had won a writing competition. It was agreed that a letter of congratulations be sent to David from the Chairman of the Corporation.

287. ANY OTHER BUSINESS

1. Ofsted Inspection

The DPCQ advised that the College would be inspected during the week beginning 27 April 2009, and that he had met earlier that day with the Lead Inspector to finalise arrangements. He confirmed that six curriculum areas would be inspected, plus Work Based Learning and Train to Gain.

The DPCQ advised further that, as part of the inspection process, inspectors would meet with the Chairman and a group of Members of the Corporation, and he sought volunteers accordingly.

It was noted that the inspectors would feed-back on the results of the inspection to the SMT, Principal Designate and Members of the Corporation at 1.00pm on Friday 1 May 2009.

288. DATES OF FUTURE MEETINGS

[All meetings commence at 5.00pm unless otherwise stated]

Wednesday 8 July 2009

A Schedule of Meetings for 2009/10 was received and noted.

(Part 1 Meeting closed at 6.00pm)

Confirmed as a correct record

Signed:..... Date:.....
Chairman of the Corporation